



**JOY HOFMEISTER**

**STATE SUPERINTENDENT OF PUBLIC INSTRUCTION  
OKLAHOMA STATE DEPARTMENT OF EDUCATION**

**MEMORANDUM**

**TO:** The Honorable Members of the State Board of Education

**FROM:** Joy Hofmeister

**DATE:** March 26, 2015

**SUBJECT:** Discussion and possible action to approve a data governance process to implement provisions of the Student Data Accessibility, Transparency and Accountability Act of 2013

H.B. 1989 (codified at 70 O.S. § 3-168), the Student Data Accessibility, Transparency, and Accountability Act, was signed into law in 2013. This Act requires the State Department of Education to establish policies and procedures for governing student data.

The Department is seeking to authorize the OSDE's data governance program to establish those policies and procedures to comply with the law.

Data governance is an agency-wide decision-making structure (involving people and processes) for data-related matters, such as the availability, usability, integrity, and security of data. The OSDE's data governance program consists of a three tiered structure with external advisory committees (see diagram 1 below).

The Executive Policy Council consists of OSDE leadership including the state superintendent, cabinet and executive directors.

The Data Governance Board consists of "data owners" who oversee OSDE program areas: directors and executive directors.

The Data Stewards Committee consists of program staff with job duties that include handling data routinely.



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There are two External Advisory Committees with distinct areas of expertise. The technical committee is made up of district data stewards and other stakeholders. The governance committee is made up of district data owners and other stakeholders.

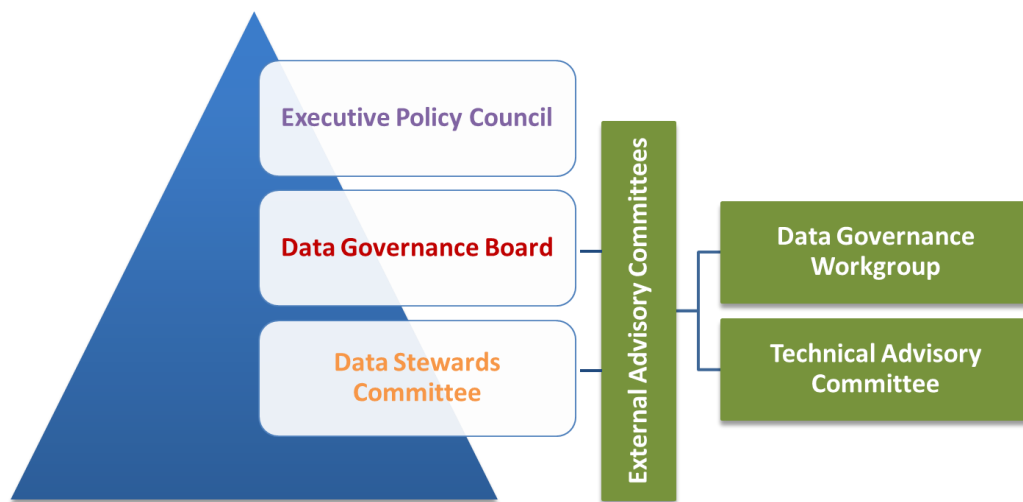


Diagram 1

The data governance program's recommendation and escalation procedures as well as delegation and implementation procedures are outlined in the attached Data Governance Manual.

The state superintendent shall designate agency personnel to serve on the Executive Policy Council and ensures that other personnel are appropriately assigned to serve on the Data Governance Board and Data Stewards Committee based on job functions.

The data governance program responsibilities shall include the areas of data transparency and privacy as defined in the amended student data policy.